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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

2 February 1951

SUBJECT: Memoranda of Conversations with Officials from other  
Agencies

It is requested that all Assistant Directors and Office  
Chiefs or their designees who conduct conversations with other  
agencies which may determine or affect policy of this Agency prepare  
memoranda of conversation. These memoranda should be submitted to  
the Executive Assistant to the Director for the information of the  
Director and the Deputy Director and any other offices that may be  
concerned.

WALTER B. SMITH  
Director

DISTRIBUTION: No. 3

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